

## VMR-VRO CHECKLIST ADDRESS CHANGES

Narrative –

Guideline Reference – Address Changes

Navigation - *Vendors>Vendor Setup/Maintenance>Vendor Information*

Instructions -

### 1. SetID: SHARE

#### Vendor Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

[Add a New Value](#)

Use Saved Search: [SHARE](#)

SetID:	=	SHARE
Vendor ID:	begins with	
Persistence:	=	
Short Vendor Name:	begins with	
Our Customer Number:	begins with	
Name 1:	begins with	
<input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive		

[Search](#)

[Clear](#)

[Basic Search](#)

[Save Search Criteria](#)

[Delete Saved Search](#)

#### Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

View All

First1-100 of 300La

SetID	Vendor ID	Persistence	Short Vendor Name	Our Customer Number	Name 1
SHARE %		Regular	INACTIVE-503	BUSINESS	HUTTON OIL CO
SHARE %81547		Regular	DESUTTER-002	2155	DESUTTER,KERI

2. Enter your search criteria.
3. Click on the selected vendor.
4. Review all addresses to guarantee the change is not a duplicate.
5. Find the address that needs to be changed.
6. Make sure the address is not attached to an interface location or a location attached to a specific business unit. If the address is not attached to an interface location or a specific business unit continue with the change. If there is an issue with the existing address being attached to an interface or a specific business unit please fax the notification of change to the Vendor Registry Office for review.

VMR-VRO CHECKLIST  
ADDRESS CHANGES

7. Plus the 'Address Detail' this will create a record with the current date as the effective date on the record.
8. If the city changes make sure to change the description of the address to the new city.
9. If there are multiple addresses to the same city add the city name plus the address to the description.
10. Make necessary changes to the address.
11. **Notate in the comment portion of the corresponding Location attached to the address: \***
  - a. Why the address was updated.
  - b. Who updated the address by using the acronym of your institution and the date of the address change?
  - c. Include any pertinent information concerning the change.
12. Forward the paperwork authorizing the change to the Vendor Registry Office.

*Feel free to contact the Vendor Registry Office at [spovendor@nd.gov](mailto:spovendor@nd.gov) for any type of help or guidance in entering vendor information. The Vendor Registry Office will research the change, take the appropriate action and respond to your inquiry in a timely manner.*